

HONOR GUARD NON-FUNERAL DETAIL

REQUESTER'S INFORMATION

DATE AND TIME OF REQUEST

REQUESTER'S NAME AND PHONE NUMBER

REQUESTER'S ADDRESS:

PUBLIC AFFAIRS (PA) OR PROTOCOL INFORMATION

IF OFF BASE, HAS PA BEEN NOTIFIED
AND DD FORM 2536 COMPLETED?

P/A POINT OF CONTACT
(Rank (if one) and Last Name)

APPROVED BY PUBLIC AFFAIRS/
DATE

YES ☒ / NO ☐

YES / NO ☐ DATE:

HONORS DATE, TIME AND TYPE OF REQUEST

DATE:

TIME: HRS
(MUST BE 4-DIGIT TIME)

Underline One:

COLOR GUARD (4)

CORDON (6)

OTHER

NAME AND ADDRESS OF DETAIL LOCATION:

REMARKS:

CEREMONY DESCRIPTION (*Underline One*)

RETIREMENT

GRADUATION

DINING IN / OUT

WEDDING

RETREAT

CHANGE OF COMMAND

PARADE

POST COLORS

CORDON

PRESENT

FLAG FOLD

OTHER

DETAIL NOTES/INSTRUCTIONS FROM POC:

CONFIRMATION DATA / PRE-DETAIL ACTIONS:

FORM COMPLETED BY:

HOURS:

E-MAIL:

TRANS:

SHAREPOINT:

INPUT

CONFIRMED BY (SCHEDULING):

CONFIRMED BY DETAIL OIC/NCO
(1 DAY PRIOR TO SERVICE):

CHECKED BY HG NCOIC:

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